

1. **"Local government record"** means any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information recording medium, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by a local government or any of its officers or employee pursuant to law, including an ordinance, or in the transaction of public business (Local Government Code §201.003 or [Bulletin D](#)).
2. **"State record"** means any written, photographic, machine-readable, or other recorded information created or received by or on behalf of a state agency or an elected state official that documents activities in the conduct of the state business or use of public resources (Government Code §441.180 or [Bulletin 4](#)).
3. **"Non-Records"** are Listserv emails (electronic mailing list), unsolicited advertising, spam, personal emails, Cc'd messages, convenience copies, blank forms, and stocks of publications.
4. **"Record Copy"** means the document which is kept on file as an original or official record for the total retention period. Distinct from a "working" or "convenience" copy, which is a duplicate used for reference purposes.

⚠ Caution: Care must be taken by records management officers in determining if duplicate records are indeed convenience copies or if two or more copies of the same document must be considered record copies. It is very possible for the same document to be present in two or more units of a state agency and be the record copy in each unit if it serves a different function in each of those units ([Texas State Records Retention Schedule - Revised 4th Edition](#)).